

TREASURER

Funding history at a glance:

<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Budgeted</u>	<u>FY 2013 Recommended</u>	<u>Increase (Decrease)</u>	<u>% Change</u>
\$310,065	\$314,629	\$312,782	\$274,817	\$323,039	\$48,222	17.55

Included:

1. Mandated 5% cost of living adjustment for full-time employees, effective 7/1/2012
2. Mandated increases in VRS, group life
3. Realistic estimate for bank charges

Other:

1. Shifts 5% employee share of VRS to employees
2. Passes 100% of medical insurance increase to employees

FYI:

1. Budget includes 4 FTE's
2. Salaries and benefits account for 80% of total budget

*Projected Revenue Sources:

State Revenue	\$ 75,196
Reduction in State Aid	(706)
Local Revenue	248,549
TOTAL	\$ 323,039

*In the absence of a state budget, this assumes level state funding

	Prior Years		Current Year		2012/2013 Budget Year	
	Expenditure 2008/2009	Expenditure 2009/2010	Expenditure 2010/2011	Adopted Budget 2012/02	Actual On 2012/02	Department Request
* TREASURER *						
012410-1100 SALARIES & WAGES REGULAR	168,130	168,130	168,130	170,371	113,207	190,068
012410-1300 PAYROLL TIME SALARIES	3,939	1,290				
012410-2100 FICA	12,706	12,455	12,307	13,034	8,154	13,775
012410-2210 RETIREMENT	16,510	17,721	18,965	19,218	12,770	26,200
012410-2215 RETIREMENT - EMPLOYEE SHARE	8,407	8,407	8,407	8,519	5,660	
012410-2300 HOSPITAL PLAN	18,544	20,491	22,718	24,588	19,482	36,948
012410-2400 GROUP INSURANCE	1,379	996	471	477	317	2,377
012410-2500 INSURANCE MISC & REIMB	385					
012410-2600 UNEMPLOYMENT INSURANCE	137	194	250			
012410-2700 WORKER'S COMPENSATION	286	234	171		162	
012410-3150 LEGAL SERVICES	248	150	150	150	150	150
012410-3310 REPAIR & MAINTENANCE		83			251	
012410-3320 MAINTENANCE SERVICE CONTRACTS	294	294	329	380	167	670
012410-3325 CONTRACTUAL SERVICES	1,736	1,643	1,804	1,720	1,050	1,755
012410-3600 ADVERTISING	90	115	115	175	150	200
012410-4100 DATA PROCESSING SERVICE	3,855	3,855	3,855	3,855		3,855
012410-5210 POSTAL SERVICES	8,334	12,056	13,147	12,000	14,397	15,000
012410-5230 TELECOMMUNICATIONS	1,369	1,362	1,418	1,350	872	1,375
012410-5240 DMV DIRECT COMMUNICATION	3,606	9,930	13,360	2,000	4,283	2,000
012410-5500 TRAVEL CONVENTION, EDUCATION	1,311	976	1,140	1,000	814	1,000
012410-5810 DUES & MEMBERSHIP	235	240	240	260	240	260
012410-5848 BANK CHARGES	46,493	36,853	40,472	4,500	14,684	26,500
012410-6061 OFFICE SUPPLIES	7,282	11,919	5,250	11,300	2,120	11,300
012410-6021 COUNTY LICENSE TAGS	4,789	5,413				9,988
012410-8201 EQUIPMENT						
---TOTAL DEPARTMENT---	310,065	314,629	312,782	274,817	198,938	323,039
TOTAL - * TREASURER *	310,065	314,629	312,782	274,817	198,938	323,039
TOTAL FOR FUND	310,065	314,629	312,782	274,817	198,938	323,039
FINAL TOTAL	310,065	314,629	312,782	274,817	198,938	323,039

	----- Prior Years -----		----- Current Year -----		--2012/2013 Budget Year--	
	Expenditure 2008/2009	Expenditure 2009/2010	Expenditure 2010/2011	Adopted Budget 2011/12	Actual On 2011/12	Department Request
012410	* TREASURER *					
012410-1100	168,130	168,130	168,130	170,371	84,625	180,068
012410-1300	3,939	1,290				0
012410-2100	12,706	12,455	12,307	13,034	6,139	13,775
012410-2210	16,510	17,721	18,965	19,218	9,546	26,200
012410-2215	8,407	8,407	8,407	8,519	4,231	0
012410-2300	18,544	20,491	22,718	24,588	13,324	36,948
012410-2400	1,379	996	471	477	237	2377
012410-2500	385					0
012410-2600	137	194	250			0
012410-2700	286	234	171	150	162	0
012410-3150	248	150	150	150	150	150
012410-3310			83		251	0
012410-3320	294	294	329	300	99	670
012410-3325	1,736	1,643	1,804	1,720	769	1755
012410-3600	90	115	175	175	158	200
012410-4100	3,855	3,855	3,855	3,855		3855
012410-5210	8,334	12,056	13,147	12,000	12,252	15000
012410-5230	1,369	1,362	1,418	1,350	627	1375
012410-5240	3,606	9,930	13,360	2,000	2,374	2000
012410-5500	1,311	996	1,140	1,000	814	1000
012410-5810	235	240	240	260	180	260
012410-5848	46,493	36,853	40,472	4,500	2,910	26500
012410-6091	7,282	11,919	5,250	11,300	1,560	11,300
012410-6021	4,789	5,413				1312
012410-8201						
	310,065	314,629	312,782	274,817	140,408	
	---TOTAL DEPARTMENT---					
	310,065	314,629	312,782	274,817	140,408	
	TOTAL - * TREASURER *					
	310,065	314,629	312,782	274,817	140,408	324,745
	TOTAL FOR FUND					
	310,065	314,629	312,782	274,817	140,408	323,039
	FINAL TOTAL					
	310,065	314,629	312,782	274,817	140,408	

180,068

180,068

13,775

13,775

26,200

26,200

0

0

36,948

36,948

2377

2377

0

0

0

0

150

150

0

0

170

170

1755

1755

200

200

3855

3855

15000

15000

1375

1375

2000

2000

1000

1000

260

260

26500

26500

11,300

11,300

1312

1312

324,745

324,745

323,039

323,039

12000 MAW Rstage 3000 regular
NEC lease is postage
complete (-800)
PCI contract new 40626500 is the actual expenal
estimate based on current
year historicalApprox 750 per month
bank fees - other
amount is due
to credit card
fee

1 single, 2 dual, 1 family

contracts/leases
increase in cost

NAME	POSITION	DATE HIRED	YEARS OF SERVICE ** as of 9/1/12	GRADE	SALARY LOW 2012-	RANGE HIGH 2013	2011-2012 CURRENT SALARY	PROPOSED PAY PLAN 2012-2013
TREASURER'S OFFICE								
BRITT, DAVID K.	TREASURER	N/A		N/A	N/A	N/A	73,194	76,854
BUNN, FRANCES H.	DEPUTY TREASURER II	02/23/87	25	19	27,068	41,956	35,906	37,702
HORNE, ROSEMARY B.	DEPUTY TREASURER II	09/27/04	7	19	27,068	41,956	28,161	29,569
GRIFFIN, RHONDA	DEPUTY TREASURER III	03/28/05	7	23	32,902	50,998	34,231	35,943
								<u>180,068</u>

** To calculate years of service, employee must be employed prior to September of any year.

February 22, 2012

Lynette C. Lowe
Finance Director
Southampton County
P O Box 400
Courtland, VA 23837

Dear Lynette,

I have attached this letter with my budget request for 2012 – 2013 year.

As you are aware the copy machine that my office shared with the Commissioner of the Revenue's Office played out this past year. It was a good one we bought it back in 1998 I believe. After shopping around, Amy and I found a lease contract with Coeco that seemed to be the best deal we could find. The Lease agreement is for \$111.00 per month which my cost is \$55.50 per month. The maintenance contract that we had with Oce' for the old copy machine was for \$164.25 per quarter, which half of that cost was mine. This is the reason for the increase of \$341.00. You will see that I increased the amount in contractual services by \$35.00 this is to cover actual cost of the two lease agreements for the credit card terminals and the Shred-it bins. The lease on the two credit card terminals is \$844.16 per year and the Shred-it bins lease is \$884.00 per year. The increase of \$25.00 is to cover actual cost of the Telecommunications systems. I also increase Advertising by \$25.00 because I notice the cost of ads in the Tidewater News has increase.

Lastly, I have put in a request under equipment for the cost of one new PC and software. I have a quote that Ms. Plyler obtained for me. She recommends that we rotate out the eight year old computer that is running the Banking software and scanners. She feels that this computer may not hold up much longer. With the changes that we have made in our banking programs we have cut cost in banking charges. Last year we had \$40472 in banking charges. As of the end of January 2012 we are at \$14,683.95.

Thank you for your consideration and if you have any questions please give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read "D. K. Britt".

David K. Britt, Treasurer

DELL

QUOTATION

QUOTE #: 613065670

Customer #: 53470590

Contract #: 09ABP

Customer Agreement #: VA-090202-Dell

Quote Date: 2/15/12

Date: 2/15/12 11:41:53
AM

Customer Name: SOUTHAMPTON
COUNTY

TOTAL QUOTE AMOUNT:	\$1,312.00		
Product Subtotal:	\$1,312.00		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	1

GROUP:	QUANTITY:	SYSTEM	GROUP
1	1	PRICE: \$1,312.00	TOTAL: \$1,312.00
Base Unit:	OptiPlex 990 Minitower (225-0420)		
Processor:	Core i5-2400, 3.1GHz, 6M, VT-x, 95W, Optiplex 990 (317-6592)		
Memory:	4GB,Non-ECC,1333MHz DDR3,2X2GB,Dell OptiPlex 990 (317-6987)		
Keyboard:	Dell USB Entry Keyboard, No Hot Keys, English, OptiPlex (331-2024)		
Monitor:	Dell E Series E2211H, Widescreen,21.5in Viewable Image Size,VGA/ DVI,OptiPlex,Precision and Latitude (320-1744)		

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Video Card:	512MB AMD RADEON HD 6350 Graphics Dual DVI, FH,OptiPlex 990 (320-1860)
Hard Drive:	500GB SATA 6.0Gb/s and 16MB Data Burst Cache,Dell OptiPlex (342-2286)
Operating System:	Windows 7 Professional,,Media, 32-bit, Optiplex, English (421-5580)
Operating System:	Windows 7 Label, OptiPlex, Fixed Precision, Vostro Desktop (330-6228)
Operating System:	Windows 7 XP Mode,Opti/PWS/Lat/Vost (421-2262)
Operating System:	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps),OptiPlex (421-5334)
Mouse:	Dell USB Laser 6-Button Mouse Dell OptiPlex,Precision and Latitude (330-1170)
TBU:	Intel vPro Technology Enabled, Dell OptiPlex 990 (331-1134)
CD-ROM or DVD-ROM Drive:	16X DVD+/-RW SATA,Data Only,Dell OptiPlex Desktop or Minitower,Black (318-0546)
CD-ROM or DVD-ROM Drive:	Roxio Creator Starter,Media, Dell OptiPlex, Latitude and Precision Workstation (421-4540)
Sound Card:	Heat Sink, Performance, Dell OptiPlex 990 Minitower (331-1133)
Speakers:	No Speaker, OptiPlex (313-4825)
Cable:	OptiPlex 990 Minitower Standard Power Supply (342-2287)
Cable:	Dell Data Protection Access,OptiPlex (421-5078)
Cable:	Enable Low Power Mode for EUP Compliance,Dell OptiPlex (330-7422)
Cable:	Regulatory label, Mexico, for OptiPlex 990 Mini Tower (331-2480)
Documentation Diskette:	Power Cord,125V,2M,C13,Dell OptiPlex (330-1711)
Documentation Diskette:	Documentation,English and French,Dell OptiPlex (331-2030)
Bundled Software:	Adobe Acrobat X, includes Serial Key Card, FI, ENG/FRN (410-0560)
	Microsoft Office Starter 2010,OptiPlex,Precision and

Bundled Software:	Latitude (421-3950)
Bundled Software:	Microsoft Office Home and Business 2010,English,OptiPlex,Precision and Latitude (421-3954)
Controller Option:	No RAID, Dell OptiPlex (341-8036)
Factory Installed Software:	Dell Energy Smart Power Management Settings Enabled,This Item is Not EStar Qualified,OptiPlex (330-4817)
Feature	Resource DVD contains Diagnostics and Drivers for Dell OptiPlex 990 Vista (331-1571)
Service:	Dell Limited Hardware Warranty Plus Service Initial Year (929-6267)
Service:	Dell Limited Hardware Warranty Plus Service Extended Year(s) (935-2098)
Service:	ProSupport: Next Business Day Limited Onsite Service After Remote Diagnosis 2 Year Extended (938-5162)
Service:	ProSupport: Next Business Day Limited Onsite Service After Remote Diagnosis Initial Year (951-4690)
Service:	ProSupport : 7x24 Technical Support , 2 Year Extended (984-0002)
Service:	ProSupport : 7x24 Technical Support , Initial (984-6640)
Service:	Thank you choosing Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-866-5 (989-3449)
Misc:	Chassis intrusion switch, DellOptiPlex (310-6719)
Misc:	No Quick Reference Guide,Dell OptiPlex (310-9444)
Misc:	Shipping Material for System,Minitower,Dell OptiPlex (331-1268)
	Core i5 vPro Sticker (331-1564)

SALES REP:	Cameron Broussard	PHONE:	512-725-0160
Email Address:	cameron_broussard@dell.com	Phone Ext:	7250160

Please review this quote carefully. If complete and accurate, you may place your order online at www.dell.com/qto (use quote number above). POs and payments should be made to *Dell Marketing L.P.*

If you do not have a separate agreement with Dell that applies to your order, please refer to www.dell.com/terms as follows:

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Lynette Lowe

From: Lynette Lowe [llowe@co.southampton.state.va.us]
Sent: Saturday, March 03, 2012 2:37 PM
To: 'David Britt'
Subject: budget

David,

Please let me know Monday morning about the Bank Charges line of your budget. I will not be able to use the figure of \$4,500 since we know it is actually going to cost approximately \$25000. As we heard at the last board meeting, the BOS has said any funds that were not originally budgeted that will have to be appropriated that will pull money from our General Fund Reserve have to be appropriated before the funds are spent. \$4500 will only get us through about a month and a half. Is it okay if I change your number to \$25000 for the FY2013 budget?

Thank you,

Lynette C. Lowe
Finance Director
Southampton County
757-653-3006